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ABSTRACT

This document provides a self-monitoring process to simplify and streamline program monitoring of Job Training Partnership Act (JTPA) programs. It is designed to increase local responsibility for program compliance by encouraging school districts and schools to perform a program compliance self-review and to provide technical and management assistance to school districts in preventing and resolving program compliance problems. A summary of the self-monitoring process lists steps for conducting the review. A section on JTPA compliance monitoring addresses the purposes of self-monitoring and outlines steps for conducting a self-monitoring review. They are (1) consult with the appropriate district administrator; (2) notify appropriate school and district staff; (3) submit requested information; (4) decide on the self-monitoring approach; (5) select the self-monitoring team; (6) develop a schedule for self-monitoring; (7) conduct the self-monitoring review; (8) report findings to school district staff; and (9) submit self-monitoring information to the state department of public instruction. A self-monitoring form and a monitoring report form are provided. (YLB)

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# SELF-MONITORING PROCESS

for

# JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

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Division of Support Programs
Support Services Area
North Carolina Department of Public Instruction
August 1988

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## INTRODUCTION

The Division of Support Programs has developed a self-monitoring process to simplify and streamline program monitoring of Job Training Partnership Act (JTPA) programs.

The goals of self-monitoring are:

- To increase local responsibility for program compliance by encouraging school districts and schools to perform a program compliance self-review prior to SDPI staff validation of that review.

- To provide technical and management assistance to school districts in preventing and resolving program compliance problems.

The self-monitoring process will follow a format similar to the three-year cycle for program evaluation purposes.

During the 1988-89 school year, the self-monitoring process will be piloted in selected school districts in each of the eight educational regions.

### Summary of the Self-Monitoring Process

The following steps are recommended for conducting self-monitoring reviews:

1. Consult with appropriate district administrators.
2. Notify appropriate school and district staff.
3. Decide on the self-monitoring approach.
4. Select the self-monitoring team.
5. Develop a schedule for self-monitoring review.
6. Conduct the self-monitoring review.
7. Report findings to school district staff.
8. Submit self-monitoring report to the SDPI.

JOB TRAINING PARTNERSHIP ACT (JTPA) COMPLIANCE MONITORING

A. Purposes of Self-Monitoring

The major purposes of self-monitoring are that the school districts:

- Take responsibility for reviewing JTPA programs for compliance,
- Take corrective action when problems are identified, and
- Identify areas in which SDPI assistance is needed.

School districts which will be scheduled by the SDPI for a state monitor are strongly encouraged to conduct self-monitoring prior to the scheduled state validation monitor. All school districts, including those which are not scheduled for a state monitor, are encouraged to use this manual to conduct self-monitoring at their convenience.

B. Selecting School Districts for State Monitoring

All school districts will be placed on a three-year cycle for state monitoring. The SDPI will notify school districts identified for monitoring in 1987-88.

C. Conducting a Self-Monitoring Review

The steps outlined below should be followed:

STEP 1 Consult with appropriate district administrator. The district superintendent or designee consults with the JTPA coordinator.

The program review is more likely to be successful when it is coordinated by the person in the district with administrative responsibility for JTPA.

STEP 2 Notify appropriate school and district staff. The JTPA coordinator notifies appropriate school and district persons of the monitoring review. Persons to participate may include those responsible for the following:

- District director of instruction,
- District director of counseling,
- School principals,
- County superintendents or his/her designee, if appropriate, and/or
- Other JTPA coordinators.

STEP 3 Submit requested information. The JTPA coordinator should be responsible for completing school program information sheets.

The JTPA coordinator will select a sample of schools to be reviewed based on the following criteria:

- Different program components and services among schools selected and
- Persistent or unique problems in a school.

The JTPA coordinator will then notify the school district of the sites selected.

STEP 4 Decide on the self-monitoring approach. There are many ways to conduct self-monitoring. The models which follow were used by some school districts during past years and may be adapted to the needs and skills of your staff.

Administrative approach. For this approach, the JTPA coordinator and district administrators will monitor the program using the self-monitoring instrument and prepare a report of findings.

Peer observation approach. For this approach, a team trained by the JTPA coordinator will monitor the program for compliance at the selected sites. Team members come from the same district and/or from a different district and usually consist of staff members of equal rank who have similar program responsibility.

Eclectic approach. A combination of the above approaches may be tailored to local needs. JTPA coordinator may find it appropriate to contact coordinators in a nearby school district who have conducted exemplary self monitoring reviews.

Regardless of which self-monitoring approach is chosen, the outcome should be the identification of non-compliance issues and the development of a plan for compliance.

STEP 5 Select the self-monitoring team. The school district identifies staff who will participate in the self-monitoring review. As all program components operating within the school district should be monitored, it is important that persons knowledgeable about each of the program components be included on the team.

The team should, at a minimum, include:

- JTPA coordinator,
- Principals of schools to be reviewed, and

. Teacher/coordinator.

STEP 6 Developing a schedule for self-monitoring. The school district develops a schedule for the self-monitoring review. The following guidelines are suggested for scheduling self-monitoring reviews:

a. Schedule the review for each site selected for validation monitoring.

. Inform all educational personnel about the purpose of the monitoring review.

. Arrange interviews with the principal and other school leaders.

. Allocate time to observe all program components and services and interview appropriate staff.

. Allocate time to observe a sample of students receiving, or who received, JTPA services, and interview teachers providing, or who provided, services to the sample students.

. Arrange a group interview of teachers, specialist staff, and other school personnel involved with the program. (Optional)

. Allocate time to review pertinent records.

. Arrange an interview with parents and other community members, if appropriate.

b. Schedule a time to report self-monitoring findings to the school district staff.

STEP 7 Conduct the self-monitoring review. Use the JTPA self-monitoring instrument. Apply the procedure tests in the JTPA self-monitoring instrument.

The instrument lists the references, review levels, procedures and indicators to be used in collecting information to determine compliance. Sections a-b below suggest a sequence of activities for conducting self-monitoring. Techniques that can be used to conduct interviews, observe classrooms, and review records appear as Sections c-e.

a. Hold an entrance meeting.

PARTICIPANTS:

. JTPA coordinator,

- Self-monitoring team members,
- Director of counseling,
- Director of instruction, and
- Principal of each school/site to be reviewed.

ACTIVITY:

- Discuss purposes and goals of the monitor.
- Define monitors' roles and responsibilities.
- Finalize specific times and locations for the monitoring review.

b. Monitor each selected school/site.

PARTICIPANTS:

- Self-monitoring team members,
- Principal,
- Teachers,
- Other site personnel, and
- Students.

ACTIVITY: The self-monitoring team:

- Interviews the principal and other school leaders.
- Observes program components and services and interviews appropriate staff.
- Observes a sample of students receiving, or who received, JTPA services and interviews all teachers providing, or who provided, services to the sample students.
- Conducts a group interview of teachers, including specialist staff involved with the programs implemented at the site.
- Conducts an interview with intake officer(s) involved with the programs implemented at the site.
- Reviews pertinent records.

. Interviews parents, as appropriate.

TECHNIQUES FOR COLLECTING INFORMATION

c. Suggestions for conducting interviews.

The specific interview questions are implied in the instrument. When the word "interview" appears in the "Procedures" column of the instrument, the corresponding statement in the "Indicator(s)" column will suggest the questions and content of the interview.

Interviews may be conducted individually or in small groups on a formal or informal basis.

The purpose of interviews should be to:

. Verify information obtained from other sources.

. Collect information not available through other sources.

. Resolve discrepancies among information sources.

d. Suggestions for observing classrooms.

The monitors should visit the classrooms and areas where program services are provided to students in order to gather basic information for the program monitor. Recommendations for conducting observations are:

. Structure classroom visits to make the most of time available.

. Identify the students participating or who participated in the program.

. Observe how individual assistance is provided.

. Observe teachers, intake officers, and other school personnel (i.e., support staff, etc.) as they work with student.

. Listen to the questions asked by students and the responses made by school staff.

. Observe what the students are doing.

e. Suggestions for reviewing records and documents.

Certain information gathered through classroom observations and interviews should be verified and classified through

the review of records. When the word "review" appears in the "Procedure(s)" column of the instrument, the corresponding statement in the "Indicator(s)" column will identify what should be reviewed. The following are examples of documents which the self-monitoring team may need to review:

- Project application,
- Personalized education/employment plans,
- Minutes of the collaborative committee,
- Contacts and cooperative agreements with other agencies,
- Counseling logs, daily logs, etc.,
- Budgets,
- Outreach communications to parents and the community,
- Issuances,
- Tracking systems,
- JTPA Federal Register,
- Dictionary of Occupational Titles,
- Property inventory list,
- JTPA forms,
- Procedure and policy handbooks,
- Program evaluation reports, including copies of previous self-monitoring and state monitoring findings, and
- Position descriptions.

STEP 8 Report findings to school district staff. The school district holds a meeting to present the final report to all parties who participated in the self-monitoring review. The following procedures are recommended:

- Introduce the self-monitoring team.
- Explain the purposes of the self-monitoring review.

- Describe the self-monitoring process and activities.
- Report the findings.
- Answer questions from the audience.
- Describe how the self-monitoring findings are to be validated by the SDPI.

STEP 9 Submit self-monitoring information to the SDPI. Following the program monitor, the school district submits the completed Monitoring Report to the State JTPA office.

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

SIGNATURE _____

DATE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

(ITEMS 1-10 APPLY TO ALL JTPA PROJECTS) Rating

1. Program maintains an administrative file. 1. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 165(c)(2) | District, School | . Review administrative file documents | . Organizational chart<br>. Personnel policies handbook<br>. Project application<br>. Project amendments<br>. Budget information summary (FD-5)<br>. Program information summary (FD-5)<br>. JTPA Federal Register<br>. Applications of ineligible applicants<br>. Transmittal notices (PD-9)<br>. Procedure and master list for eligibility and verification<br>. Tracking system for participation limitations<br>. Property inventory list<br>. Medical/accident insurance policy covering participants<br>. Issuances<br>. General correspondence (DPE, DET, PIC)<br>. Dictionary of Occupational Titles<br>. Cooperative Agreements (DPE/LEA, PIC/LEA, LEA/SDA, LEA/Community Agencies)<br>. Employer contacts/ job search assistance |



Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

Rating

2. Participants meet program eligibility requirements. 2. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 203(a)(1)(2)<br>Sec. 629.1(b)(2) | School | . Review 10% random sample of participants' PD-1s and PD-2s<br>. Review eligibility verification procedure and records | . Participant enrollment (PD-2) within 45 days of program application (PD-1)<br>. Documentation of eligibility criteria |

Comments:

Rating

3. Participants are in compliance with the Military Selective Service Act registration requirement. 3. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 504 | School | . Review Registration Acknowledgement Letter<br>. Review PD-1 dates and participant signatures | . Copy of Registration Acknowledgement Letter<br>. Date of participant signatures within 90 day grace period |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

Rating

4. Program grievance procedure has been established and is maintained. 4. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 167<br>Sec. 144(a)(b)(c) | School | . Review project application assurances<br>. Review JTPA Participant Rights Form | . Project assurances are checked<br>. JTPA Participant Rights Forms are completed and maintained for each participant |

Comments:

Rating

5. Seventy-five percent minimum of program funds are expended for activities for economically disadvantaged individuals. 5. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 123(c)(3)<br>Sec. 203(a)(2) | School, District | . Review eligibility verification forms | . Non-economically disadvantaged participants do not exceed state requirement |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

Rating

6. Participants are provided with on-site accident and medical insurance. 6. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 629.22 | School | . Review documentation of insurance coverage | . Evidence of insurance coverage |

Comments:

Rating

7. Program activities are reflective of the project application. 7. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 165(a)(1) | School | . Review 10% random sample of participants' Education/ Employment Development Plans (EDPs) and counseling logs | . Documentation of required services delivery |

COMMENTS:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

Rating

8. Program meets required project performance standards. 8. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 106(b)(2) | School | . Review program description of the project application<br>. Review program separations (PD-3s) and terminations (PD-4s)<br>. Review participant EDPs and counseling logs | . PD-3s and PD-4s are reflective of project performance standards<br>. Positive correlation between partipant EDPs and counseling logs with program objectives |

Comments:

Rating

9. Program conducts follow-up for all participants, who were not simultaneously terminated, on at least a 30, 60, and 90 day basis. 9. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| RSDA 84-20 | School | . Review follow-up activities log | . Documentation of participant's post-separation status |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

| | Rating |
|---|---|
| 10. Criteria and procedures are established for program coordination with other agencies. | 10. ____ |

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 121(b)(1) | School, District | . Review cooperative agreements<br>. Review Collaborative Committee minutes | . Documentation of cooperative agreements with DPE, PIC, SDA, and community agencies<br>. Documentation of periodic Collaborative Committee meetings |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

PRE-EMPLOYMENT SKILLS TRAINING H-18

Rating

11. Priority has been given to youth who do not meet established academic achievement levels and who plan to enter the labor market full-time upon leaving school. 11. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(c)(1) | School | . Review barriers checked on PD-1 | . Program enrollment of academically low achievers<br>. Program enrollment does not exceed 20% for non-economically disadvantaged students |

Comments:

Rating

12. Participation does not exceed 200 hours of instruction and activities. 12. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(c)(2) | School | . Review tracking systems for participation limitations | . Participation is within program limitations |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

WORK EXPERIENCE (General Provision) Rating

13. Enrollment in work experience programs is limited to economically disadvantaged students, 16-21 years old. 13. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| DPI Requirement | School | . Review eligibility verification records | . All participants are economically disadvantaged<br>. All participants are age 16-21 years old |

Comments:

Rating

14. Documents related to work experience programs are completed and maintained. 14. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 165(c)(2) | School | . Review 10% random sample of participant files | . Training agreement and plans<br>. Work permit, if applicable<br>. Timesheet<br>. Tax Forms<br>. Student/Employee Work Evaluations |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

WORK EXPERIENCE (General Provision) — Rating

15. Participant wages are equal to the minimum wage, but do not exceed the prevailing entry-level wages. — 15. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 108(b)(2)(3)<br>Sec. 142(a)(2) | School | . Review documentation of area wage rates<br>. Review participant timesheets | . Verification of comparable wages via payroll records, recruitment records, job orders, etc.<br>. Documentation of wages meets requirements |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

SCHOOL TO WORK TRANSITION H-19 — Rating

16. Participation is limited to high school seniors planning to enter the labor market full-time upon graduation. — 16. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(e)(1)(A)<br>Sec. 205(e)(1)(B) | School | . Review PD-1s | . Participants are high school seniors |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

REGULAR D-00

Rating

17. One hundred percent (100%) of project costs are charged to the participant support and administration categories. 17. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 108(b)(2)(A)(ii) | District, School | . Review Monthly Invoice (FD-1) forms | . Project expenditures for participant support and administration only |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

ENTRY EMPLOYMENT WORK EXPERIENCE H-20/TRYOUT EMPLOYMENT H-21

Rating

18. Participation is limited to youth who have completed pre-employment skills training or the equivalent.

18. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205 (d)(1)(A) | School | . Review documentation of H-18 participation or equivalent course or program<br>. Review H-18 tracking system | . Verification of completed Pre-Employment Skills Training (H-18) or the equivalent<br>. Participant has completed a minimum of 50 hours Pre-Employment Skills Training |

Comments:

Rating

19. Participants have not recently held a regular part-time or summer job for more than 250 hours of paid employment.

19. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(1)(B)<br>SDA 84-11, Change 1 | School | . Review PD-1 | . Participant was employed for less than 250 hours within the past 14 weeks |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

ENTRY EMPLOYMENT WORK EXPERIENCE H-20/TRYOUT EMPLOYMENT H-21

Rating

20. Participants are meeting or have met the minimum academic and attendance requirements of the school during the current or most recent term. 20. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(1)(C) | School | . Review documentation of participants academic achievement and attendance | . Participants were promoted the previous year or are maintaining passing grades and satisfactory attendance |

Comments:

Rating

21. Participation is limited to full-time during the summer and holidays and part-time (20 hours per week) during the school year. 21. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(2) | School | . Review participation tracking system | . Participation is within program limitations |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

ENTRY EMPLOYMENT WORK EXPERIENCE H-20/TRYOUT EMPLOYMENT H-21 — Rating

22. Participation does not exceed 500 hours of entry employment experience. — 22. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(2) | School | . Review participation tracking system | . Participation is within program limitations |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

ENTRY EMPLOYMENT WORK EXPERIENCE H-20

Rating

23. Participants are placed in employment sites that are public or private non-profit only. 23. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(3)(A) | School | . Review documentation of employer tax exemption status | . Copy of tax exemption status |

Comments:

Rating

24. Participants are provided with education and training activities in combination with entry employment experience. 24. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(3)(A) | Schools | . Compare DCT class roster(s) with Entry Employment Work Experience tracking system | . Rosters are complementary |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

TRYOUT EMPLOYMENT H-21

Rating

25. Participants are placed at public or private non-profit worksites only if no private-for-profit worksites are available. 25. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(3)(B) | School | . Review employer contact documentation | . Documentation of efforts to obtain private-for-profit worksites |

Comments:

Rating

26. Length of any assignment to a tryout employment position does not exceed 250 hours. 26. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(3)(B) | School | . Review tracking system | . Participation is within program limitations |

Comments:

COMPLIANCE MONITORING
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____

CODE _____

Rating Scale

2 - Meets Program Standards
1 - Does Not Meet Program Standards
0 - Not Applicable

TRYOUT EMPLOYMENT H-21

Rating

27. Participants are placed in positions for which they would not usually be hired. 27. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(3)(B) | School | . Compare PD-1 and EDP information with participants' job requirements | . Participants lack experience or have other barriers to employment |

Comments:

Rating

28. Vacancies in tryout employment are not refilled if the previous participants completed the tryout employment but were not hired by the employers. 28. ____

| Reference(s) | Review Level(s) | Procedures | Indicators |
|---|---|---|---|
| Sec. 205(d)(3)(B) | School | . Compare participants PD-3s with Employer/Employee roster | . Deletion of employers from the Employer/ Employee roster who do not show employment of previous participants on PD-3s |

Comments:

MONITORING REPORT
DIVISION OF SUPPORT PROGRAMS
JOB TRAINING PARTNERSHIP ACT (JTPA) PROGRAMS

LEA _____ Superintendent _____
JTPA Coordinator _____
Visited By _____ Date _____

| Rating Scale: | | |
|---|---|---|
| | Meets Program Standards | 2 |
| | Does Not Meet Program Standards | 1 |
| | Not Applicable | 0 |

| PROGRAM ADMINISTRATION | Rating |
|---|---|
| 1. Program maintains an administrative file.<br>Comments: _____ | 1. ____ |
| 2. Participants meet program eligibility requirements.<br>Comments: _____ | 2. ____ |
| 3. Participants are in compliance with the Military Selective Service Act registration requirement.<br>Comments: _____ | 3. ____ |
| 4. Program grievance procedure has been established and is maintained.<br>Comments: _____ | 4. ____ |
| 5. Seventy-five percent minimum of program funds are expended for activities for economically disadvantaged individuals.<br>Comments: _____ | 5. ____ |
| 6. Participants are provided with on-site accident and medical insurance.<br>Comments: _____ | 6. ____ |
| 7. Program activities are reflective of the project application.<br>Comments: _____ | 7. ____ |
| 8. Program meets required project performance standards.<br>Comments: _____ | 8. ____ |
| 9. Program conducts follow-up for all participants, who were not simultaneously terminated, on at least a 30, 60, and 90 day basis.<br>Comments: _____ | 9. ____ |

10. Criteria and procedures are established for program coordination with other agencies. 10. ____
Comments: _____

_____

PRE-EMPLOYMENT SKILLS TRAINING H-18 Rating

11. Priority has been given to youth who do not meet established academic achievement levels and who plan to enter the labor market full-time upon leaving school. 11. ____
Comments: _____

_____

12. Participation does not exceed 200 hours of instruction and activities. 12. ____
Comments: _____

_____

WORK EXPERIENCE (General Provision) Rating

13. Enrollment in work experiences programs is limited to economically disadvantaged students, 16-21 years old. 13. ____
Comments: _____

_____

14. Documents related to work experience programs are completed and maintained. 14. ____
Comments: _____

_____

15. Participant wages are equal to the minimum wage, but do not exceed the prevailing entry-level wages. 15. ____
Comments: _____

_____

SCHOOL TO WORK TRANSITION H-19 Rating

16. Participation is limited to high school seniors planning to enter the labor market full-time upon graduation. 16. ____
Comments: _____

_____

REGULAR D-00 Rating

17. One hundred percent (100%) of project costs are charged to the participant support and administration categories. 17. ____
Comments: _____

_____

ENTRY EMPLOYMENT WORK EXPERIENCE H-20/TRYOUT EMPLOYMENT H-21 Rating

18. Participation is limited to youth who have completed pre-employment skills training or the equivalent. 18. ____
Comments: _____

_____

19. Participants have not recently held a regular part-time or summer job for more than 250 hours of paid employment. 19. ___
Comments: _____

20. Participants are meeting or have met the minimum academic and attendance requirements of the school during the current or most recent term. 20. ___
Comments: _____

21. Participation is limited to full-time during the summer and holidays and part-time (20 hours per week) during the school year. 21. ___
Comments: _____

22. Participation does not exceed 500 hours of entry employment experience. 22. ___
Comments: _____

ENTRY EMPLOYMENT WORK EXPERIENCE H-20 Rating

23. Participants are placed in employment sites that are public or private non-profit only. 23. ___
Comments: _____

24. Participants are provided with education and training activities in combination with entry employment experience. 24. ___
Comments: _____

TRYOUT EMPLOYMENT H-21 Rating

25. Participants are placed at public or private non-profit worksites only if no private-for-profit worksites are available. 25. ___
Comments: _____

26. Length of any assignment to a tryout employment position does not exceed 250 hours. 26. ___
Comments: _____

27. Participants are placed in positions for which they would not usually be hired. 27. ___
Comments: _____

28. Vacancies in tryout employment are not refilled if the previous participants completed the tryout employment but were not hired by the employers. 28. ___
Comments: _____